



Louisville-Jefferson County Metro Government
Department of Inspections, Permits and Licenses
Metro Development Center
444 South Fifth Street, Suite 100, Louisville, KY 40202-4314
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1&2 FAMILY RESIDENTIAL APPLICATION FOR CONSTRUCTION INFORMATION

A. Submittal Documents

Construction Plans are reviewed for compliance with applicable Kentucky Building Codes and therefore need to adequately show the location, nature, and extent of the work to demonstrate with compliance. Minimum of two (2) sets of plans must be submitted. Upon issuance of the permit one set of plans will be returned to the applicant, one set will remain with the Department.

Plan Submittal Requirements – Where required per table below plans shall be drawn to a scale on minimum sheet size of 8 ½" x 11". Additional information may be required depending on unique circumstances determined on a case by case basis.

| <i>If your project includes: (New or modification to existing)</i> | <i>You need to submit these drawings/documentation:</i> |
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| 1. Construction that increases building footprint including new buildings, additions, porches, decks. (does not include uncovered stoop/landing, steps, window wells, etc) | A site plan showing size and location of new construction and existing structures (buildings, retaining walls, decks, etc) on the site and distances from lot lines |
| 2. Construction on an "Infill site" | The site plan additionally shall show side yard and front yard setbacks for houses on either side of the lot |
| 3. Building and/or Addition exposed to the exterior | Exterior building elevations showing all sides of structure indicating building height from finished grade, exterior finishes, and egress components – doors, windows. |
| 4. Deck or porch | Site plan per item #1. Connections to main building, framing, stairs, railings |
| 5. Foundation footings | Footing size, depth and location and size of reinforcing steel (include all grade beams and piers) |
| 6. Foundation walls | Foundation wall thickness, location and size of reinforcing steel |
| 7. Masonry fireplaces/chimneys | Foundation, masonry construction, clearances to surrounding wood framing |
| 8. Walls | Wall construction – interior and exterior walls - including framing stud size & spacing, insulation and finishes |

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| 9. Floor layout | Floor plans showing each floor of the building affected by the new work including all interior and exterior walls, door and window locations, dimensions, room labels, smoke detector locations. |
| 10. Stairs | Stair details, tread & riser dimensions, handrail & guardrail details |
| 11. Structural floors or ceilings | Framing joist size, span and spacing. Decking and finish materials. |
| 12. New structural elements such as beams and headers, vaulted ceiling beam | Size and spacing. If design is an alternate to those required by code then design criteria and calculations shall be provided |
| 13. Trusses and other pre-engineered structural items | These items shall be designed in accordance with approved engineering practice and shall demonstrate compliance with the code. Design or shop drawings shall be prepared by a design professional appropriate to the proposed item and shall be submitted and approved prior to installation. |
| 14. Roof | Framing joist size, span and spacing, ridge beam size, decking and finish materials. Ventilation. |
| 15. Exterior building “envelope” | KY prescriptive method package or ResCheck to determine compliance with Energy Efficiency |
| 16. Work that constitutes an additional “Dwelling Unit” on a property zoned only single family | Affidavit that the unit will be solely as an accessory to the main house and will not be rented or leased |
| 17. Duplexes or Townhouses | Separation wall details |

B. Related Permit Information

Property Owner Permits - To obtain a property owner building permit you must be the owner of record of the property. If our computer system does not reflect the applicant as the owner then the applicant must provide a copy of the recorded deed proving they are the property owner.

Other Permits Required - Building permits are issued for the structure only. Any other, work such as Electrical, HVAC or Plumbing require separate permits.

Sealed/stamped Plans - Plans that include a retaining wall four (4) foot tall or higher or plans for structures that are log cabins, or pole barn construction are required to have the seal of an Architect or Engineer registered in the state of Kentucky. Where special conditions exist additional construction documents may need to be prepared by a registered design professional. If your project does not meet any of these requirements the drawings do not need to be stamped/sealed.

Reverse plans – A set of building plans may be submitted that are clearly marked with a statement that the submitted drawings will be “Built on the site reversed.” The site plan shall show the actual placement and orientation of the structure on the site.

Required Inspections – For each permit, at least 2 inspections are required – a “rough-in” or “framing” inspection and a final inspection. In the case of new construction a foundation inspection is also required. It is

the responsibility of the permit holder to contact this department and request an inspection when the work is ready. The work must “pass” an inspection before proceeding to the next stage.

Certificate of Occupancy/Acceptance – A Certificate is issued by this Department only upon passing a “Final” inspection and payment of all fees.

C. Other Agency Approvals

In some instances approvals other than from IPL are required. These approvals must be obtained prior to the issuance of a building permit

- ☐ **Public Works:** If your project requires a new curb cut you must obtain approval from Public Works prior to issuance of the building permit. (This agency has staff is located in the Metro Development Center building.)
- ☐ **MSD Water Management Division:** Property located in the Flood Zone requires the approval of the Water Management Division of MSD. In addition, any Accessory structures (garages, sheds, pool house, etc.) greater than 900 square feet require their approval regardless of location in or out of the flood zone. (This agency has staff located in the Metro Development Center building.)
- ☐ **Health Department:** Property that uses a septic tank system must obtain prior approval from the Health Department. (This agency has staff located in the Metro Development Center building.)
- ☐ **Planning & Design Services:** Property that requires Waivers or Variances from the Land Development Code, located on a Plan Certain site, or in a historic preservation/overlay district requires approval from Planning & Design Services prior to issuance of a building permit. Any manufactured housing must obtain approval prior to issuance of permits. (This agency has staff located in the Metro Development Center building.)
- ☐ **Fire District:** New houses that are not in an approved subdivision will require written approval from the appropriate fire district to verify compliance with the fire hydrant ordinance. (Louisville Fire has staff located in the Metro Development Center building.)

City Approvals

Consent should be obtained from the following cities prior to issuance a building permit by Metro Louisville. The City of Jeffersontown administers its own building permits & inspections.

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| Anchorage | Fairmeade | Jeffersontown | Parkway Village | Springlee |
| Audubon Park | Fincastle | Lyndon | Plymouth Village | Strathmoor Manor |
| Barbourmeade | Forest Hills | Lynnview | Prospect | Strathmoor Village |
| Beechwood Village | Glenview Manor | Middletown | Richlawn | Ten Broeck |
| Brownsboro Village | Graymoor/Devondale | Mockingbird Valley | Riverwood | West Buechel |
| Broadfield | Green Springs | Moorland | Rolling Fields | Winding Falls |
| Cambridge | Hollyvilla | Norbourne Estates | St. Matthews | Windy Hills |
| Cherrywood Village | Hurstbourne | Northfield | St. Regis Park | Woodlawn Park |
| Coldstream | Indian Hills | Norwood | Seneca Gardens | |
| Douglas Hills | Indian Hills, | Old Brownsboro | Shively | |
| Druid Hills | Cherokee | Place | | |